

470 DEPUTY SUPERINTENDENT

Identifying Information

Position Title:	Deputy Superintendent
Classification Title:	Professional Staff
Department:	Central Office
Reports to:	Superintendent of Schools
Position Supervises:	Director of Learning Services, Director of Technology, Learning and Facilities, Director of Learning and Innovation, Instructional Coach, and Administrative Assistant for HR and Learning Services

Position Summary

The Deputy Superintendent is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Deputy Superintendent is expected to assume duties assigned by the Superintendent and assume the duties of the Superintendent whenever they are absent.

Qualifications

1. Masters of Education
2. Superintendent Leadership Qualification designation would be preferable
3. Experience as a school based administrator
4. Five years experience at the system leadership level
5. Liaising, managing and balancing budgets within various portfolios
6. Outstanding interpersonal and communication skills
7. Comprehensive knowledge of teaching pedagogy, structures and systems that support learning
8. Working directly with the elected school board trustees and senior leadership

Procedures

The Deputy Superintendent will have specific responsibilities for:

1. Human Resources Leadership
 - a. Provides for the training of school administrators and the development of leadership capacity within the Division, as approved by the Superintendent.
 - b. Provides effective Teacher and School Administrator Induction Programs and provides division professional development for certified staff.
 - c. Provides recommendations to the Superintendent regarding strategic workforce planning.
 - d. Assists Division personnel with human resources processes (e.g. conflict resolution, investigations, and mediation).
 - e. In collaboration with the Superintendent and Secretary-Treasurer, provides support to the Board's negotiating committees.

2. Human Resources Management
 - a. Supervises, evaluates and reviews the performance of "direct reports". (Directors, coordinators, coaches, administrative assistant)
 - b. Conducts the selection process and participates in the selection panel for all administrative positions as assigned by the Superintendent.
 - c. Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget.
 - d. Ensures frameworks for supervision and evaluation of school-based personnel are in place.
 - e. Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff.
 - f. Supervises the evaluation of school staff by, and in consultation with, principals.
 - g. Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.

- h. Coordinates with the Superintendent on the administration of all employment contracts in the best interests of the Division, including leaves, transfers, transitions to retirement.
 - i. Administers the employee classification system (job descriptions, grid placements).
 - j. Within areas of responsibility, seeks legal opinions as required.
 - k. Provides supervisory expertise to principals and Division personnel.
 - l. Provides support in matters related to staff professional development.
3. Student Learning
- a. Supports implementation of Division and School Education Plans.
 - b. Supports implementation of school review processes.
4. Student Wellness
- a. Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
5. Fiscal Responsibility
- a. Makes recommendations to the Superintendent regarding staff allocations to include in the Division budget.
 - b. Develops a department budget within the parameters and constraints of the Division budget.
 - c. Ensures the proper fiscal management of department budget allocations.
 - d. Operates in a fiscally prudent and responsible manner.
6. Policy/Administrative Procedures
- a. Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - b. Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.

- c. Ensures the application of Board policy and Division administrative procedures as required in the performance of duties.
7. Organizational Management
- a. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
 - b. Contributes to a Division culture which facilitates positive relationships, results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
8. Communications and Community Relations
- a. Under PIDA (Whistleblower Act) is responsible for managing and investigating disclosures by employees of the Division..
 - b. Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
 - c. Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
 - d. Investigates and facilitates resolution of concerns and conflicts.
9. Superintendent Relations
- a. Establishes and maintains positive, professional working relations with the Superintendent.
 - b. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - c. Provides information which the Superintendent requires to perform his/her role in an exemplary fashion.
10. Leadership Practices
- a. Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
 - b. Exhibits a high level of personal, professional and organizational integrity.

References

Section 11,52,53,196,197,222,225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Whistleblower Act
Teaching Profession Act
Superintendent Leadership Quality Standard

History

Developed: August 2003
Amended: June 2020